

STEERING COMMITTEE



*Tuesday, January 21, 2025, 11:00 AM – 1:00 PM
County Operations Center
5530 Overland Ave, San Diego, CA 92123
(Conference Room 124)*

The Charge of the Steering Committee: The Steering Committee charge is to establish the agenda for meetings of the full Planning Group and to address matters of Planning Group governance.

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Meeting Location & Directions:

Steering Committee

Tuesday, January 21, 2025
11:00 AM - 1:00 PM

County Operations Center
5530 Overland Ave.
San Diego, CA 92123
(Training Room 124)



FROM I-163 SOUTH:

1. Take I-163 North to Exit 8 for Kearny Villa Road.
2. Keep right, follow signs for Kearny Villa Road.
3. Turn right onto Chesapeake Dr.
4. County Operations Center will be on your right.

FROM I-15 SOUTH:

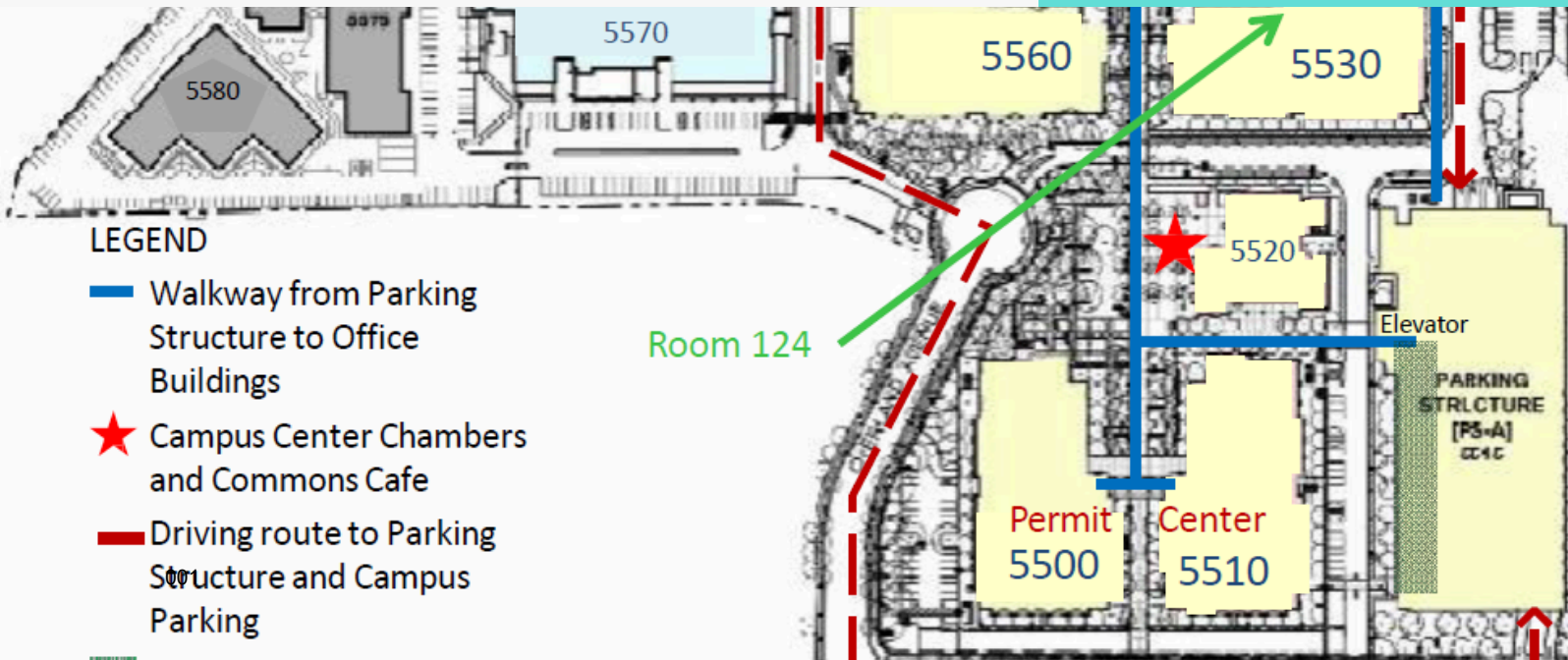
1. Take I-15 North to Exit 10 for Clairemont Mesa Blvd.
2. Turn left onto Clairemont Mesa Blvd.
3. Turn right onto Overland Ave.
4. Continue straight to stay on Overland Ave.



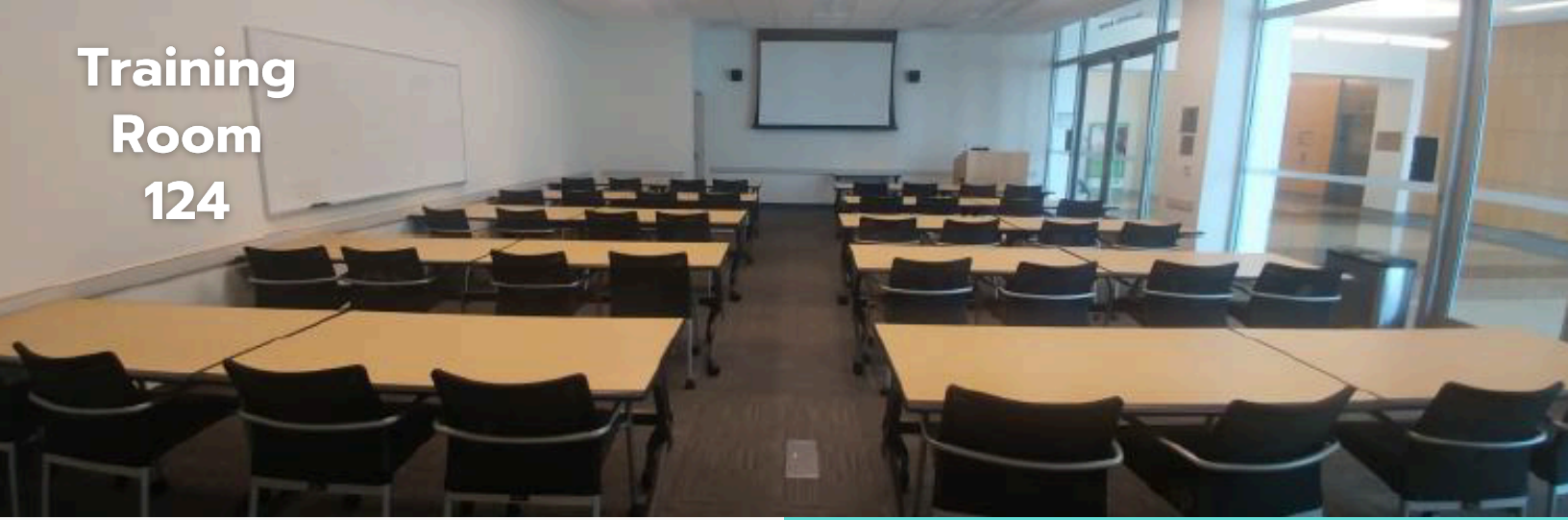
**PUBLIC
TRANSPORTATION**

MTS Bus Routes:

25, 235, 928



Training Room 124



FROM TROLLEY & BUS:

1. Take the Blue Trolley Line to the Balboa Avenue Transit Center.
2. Walk to Balboa Ave & Moraga Ave bus stop (about 7-minute walk, 0.3 miles).
3. Take Route 27 bus from Balboa Ave & Moraga Ave to Complex Dr & Clairemont Mesa Blvd.
4. Head north on Complex Dr.
5. Cross the street and turn right on Clairemont Mesa Blvd (after U.S. Bank Branch on the right).
6. Cross the street and turn left onto Overland Ave. and head north.
7. Enter east through County Operations Center entrance/black gate. **Building 5530** will be on your left.

FROM BUS:

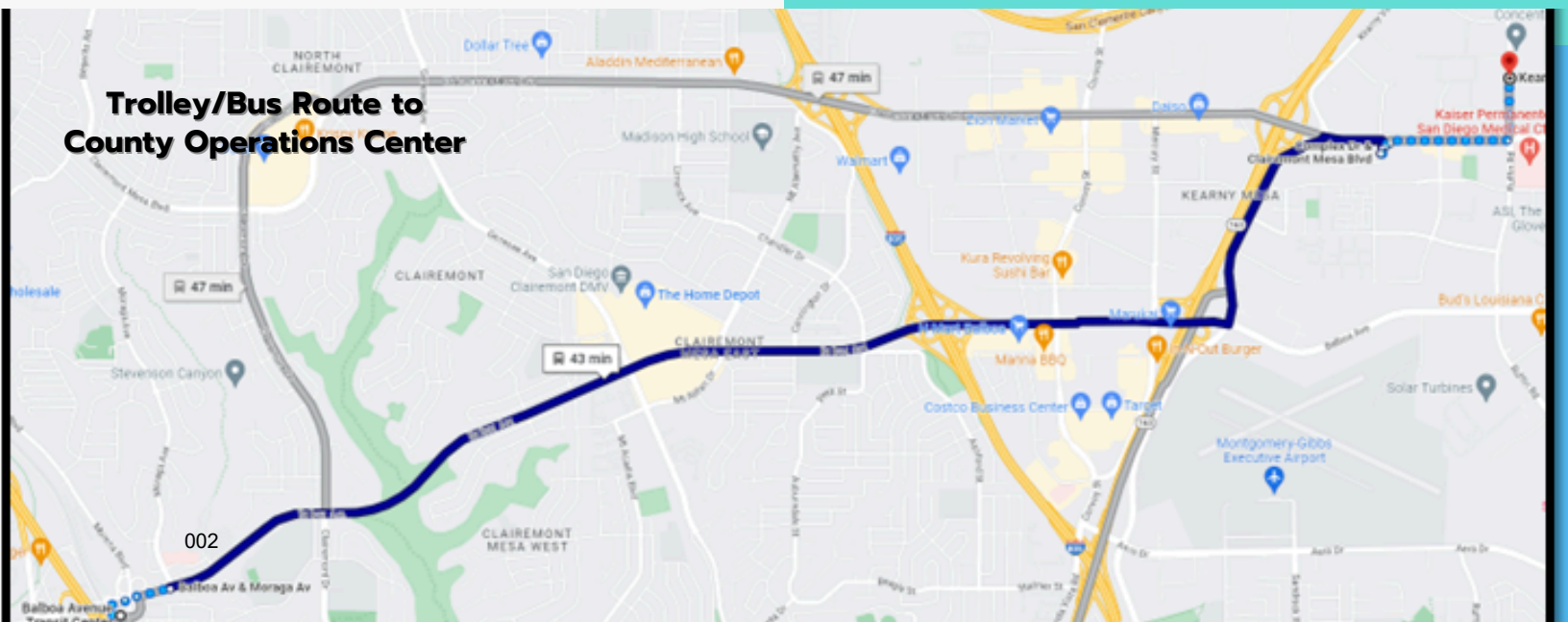
From Ruffin Road:

1. Walk north towards Ruffin Road.
2. Turn left on Hazard Way.
3. Enter through County Operations Center entrance/black gate and head further west. Access to County Operations Center buildings will be on your **left**.

From Overland Ave.:

1. Walk north on Overland Ave.
2. Enter east through County Operations Center entrance/black gate.
3. Turn left on pedestrian walkway. **Building 5530** will be on your **left**.

Trolley/Bus Route to County Operations Center



STEERING COMMITTEE



Tuesday, January 21, 2025, 11:00 AM – 1:00 PM
County Operations Center
5530 Overland Ave, San Diego, CA 92123
(Conference Room 124)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/87049271222?pwd=aubVrdoZMXP2ldqXBfwNMI Dph8Aa8w.1>

Call in: +1 (669) 444-9171

Meeting ID (access code): 870 4927 1222

Password: STEER

Language translation services are available upon request at least 96 hours prior to the meeting.

Please contact HPG Support Staff via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is four (4)

Committee Members: Michael Donovan | Felipe Garcia-Bigley | Dr. David Grelotti | Cinnamen Kubricky (Vice-Chair) | Mikie Lochner (Chair) | Rhea Van Brocklin | Michael Wimpie

MEETING AGENDA ORDER OF BUSINESS

1. Call to order, introductions, comments from the chair and a moment of silence
2. Public comment (for members of the public)
3. Sharing our concerns (for committee members)
4. **ACTION:** Approve the Steering Committee agenda for January 21, 2025
5. **ACTION:** Approve meeting minutes from November 19, 2024
6. **ACTION:** Approve the HIV Planning Group agenda for January 22, 2025
7. Committee reports and recommendations
8. Old Business
 - a. **ACTION:** Approve the revised Mileage Reimbursement Form
 - b. **ACTION:** Steering Committee meeting schedule
 - c. **Discussion:** 2025 Retreat
9. New Business
 - a. **ACTION:** Approve 2025 Meeting Schedule
 - b. **Discussion:** Unaffiliated consumer definition and 33% minimum requirement
 - c. **Discussion:** Committee assignment process for new and current members
 - d. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)
10. Routine Business

STEERING COMMITTEE

a. **Review:** Committee attendance

11. HIV, STD, and Hepatitis Branch (HSHB) Report

12. HPG Support Staff Report

a. Administrative budget review

13. Future agenda items for consideration

14. Announcements

15. Next meeting date: **TBD or Tuesday, March 18, 2025, 11:00 AM – 1:00 PM**

Location: TBD

16. Adjournment

STEERING COMMITTEE



Tuesday, November 19, 2024, 11:00 AM – 1:00 PM
County Operations Center
5560 Overland Ave, San Diego, CA 92123
(Conference Room 172)

A quorum for this meeting is four (4).

Members Present: Michael Donovan | Felipe Garcia-Bigley | Cinnamen Kubricky (Vice-Chair) | Rhea Van Brocklin

Members Absent: David Grelotti | Mikie Lochner (Chair) | Michael Wimpie

ORDER OF BUSINESS

Agenda Item	Discussion/Action	Follow-Up
1. Call to order, roll call, comments from the chair, and a moment of silence	Cinnamen Kubricky called the meeting to order at 11:04 AM. Introductions were done, and a moment of silence was observed. The Vice-Chair shared the following comments: <ul style="list-style-type: none">- Being mindful of those who are experiencing health issues.- Be mindful of people who are fearful of being deported and are battling with fear. This should encourage us to continue to find partnerships and collaborations to keep our community safe, while checking in on the clients.	
2. Public comment (for members of the public)	None	
3. Sharing our concerns (for committee members)	The following comments were made: <ul style="list-style-type: none">- A request to add a training on asylum seeking individuals and bring people who can help with a legal perspective.- A concern about a gap in resources for young people who are being newly diagnosed with HIV. When looking at Ryan White services, young adults need to be considered.	
4. ACTION: Approve the Steering Committee agenda for November 19, 2024	Motion: Approve the Steering Committee agenda for November 19, 2024 Motion/Second/Count (M/S/C): Donovan/Garcia-Bigley/3-0 Discussion: none	

STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p>Abstentions: Kubricky Motion carries</p>	
5. ACTION: Approve meeting minutes from September 17, 2024	<p>Motion: Approve meeting minutes for September 17, 2024 M/S/C: Donovan/Van Brocklin/3-0 Discussion: none Abstentions: Kubricky Motion carries</p>	
6. ACTION: Approve the HIV Planning Group agenda for November 21, 2024	<p>Motion: Approve the HIV Planning Group agenda for November 21, 2024 with a requested change to section 8b. M/S/C: Van Brocklin/Donovan/3-0 Discussion: Remove the reference to the Priority Setting and Resource Allocation Committee (PSRAC) and just state “reallocations”. Abstentions: Kubricky Motion carries</p>	
7. Committee reports and recommendations	<p><u>Membership Committee:</u> approved Eva Matthews for seat 19. The committee discussed Martha Rodriguez’s application, but there is currently no seat available for her. The committee is also working on the membership expectation document. <u>PSRAC:</u> will bring forth reallocations for the FY 24. The plan is to move the funds from the unprocured categories’ funds to primary care as it is projected to be overspent.</p>	HPG Support Staff (HPG SS) will confirm the expectations for and the definition of the General Member seat.
8. Old Business		
a. ACTION: Approve the revised Mileage Reimbursement Form	<p>Motion tabled until the Chair is present during discussion. A committee chair stated that given the state’s electric vehicle mandate, the committee needs to consider how to accommodate that.</p>	HPG SS to add the discussion to the January agenda.
9. New Business		
a. Discussion: 2025 Retreat	<p>The following discussion was held:</p> <ul style="list-style-type: none"> - The Congress’ ongoing discussions around HIV funding may be good discussion as it relates to potential changes we need to adapt to. Specifically, how the County is going to fill the gaps if funding is removed. - Develop a robust mentorship program and a buddy system 	

STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
	<p>between members who have been on the Planning Body a long time and new members.</p> <ul style="list-style-type: none"> - Continue last year's work on identifying recruitment, retention, and engagement challenges by developing strategies for each; include what has already been accomplished/addressed since then. 	
<p>b. Discussion: Steering Committee meeting schedule</p>	<p>The following discussion was held:</p> <ul style="list-style-type: none"> - A request was made to change the committee meeting schedule so that the newly appointed Medical Standards and Evaluation Committee (MSEC) chair can attend the meetings. The committee is open to changing the day of the week and time to accommodate Dr. Grelotti's schedule. - In 2025, third Monday of each month will fall on a holiday in most months. CARE Partnership is also on a third Monday. 	<p>HPG SS to reach out to Dr. Grelotti for his availability and share the options with the committee for consideration.</p>
<p>c. Public comments/HPG member comments/Suggestions to the Steering Committee from previous HPG meeting(s)</p>	<p>HPG SS reviewed comments and suggestions. No discussion was held.</p>	
<p>10. Routine Business</p>		
<p>a. Review: Committee attendance</p>	<p>The committee reviewed attendance.</p>	
<p>11. HIV, STD, and Hepatitis Branch (HSHB) Report</p>	<p>Lauren Brookshire reviewed the expenditure report which was included in the meeting materials packet. The service utilization and PARS updates were also provided.</p>	<p>HPG SS will follow up with the recipient's office to answer the following questions:</p> <ul style="list-style-type: none"> - On average, how long do people wait on the PARS

STEERING COMMITTEE

Agenda Item	Discussion/Action	Follow-Up
		waiting list? - What is the total number of individuals waiting for HOPWA housing?
12. HPG Support Staff Report		
a. Administrative budget review	Dasha Dahdouh provided the following updates, noting that the office supplies category includes the previously approved incentives. HPG SS will also obtain clarification on receiving gifts/incentives on the next call with the Project Officer.	
13. Future agenda items for consideration	The Membership committee chair discussed the current attendance requirements and how it may not be applicable to all committees.	
14. Announcements	<ul style="list-style-type: none"> - Christie's Place was approved for funding to continue Project PEARL for HIV leadership training. Advocacy training for providers and allies may be incorporated into the curriculum. The first cohort will begin in January 2025. - POZabilities will have two benefit events. The Red Gala on December 1, 2024 and Golden Girls Drag Show that will occur on December 6, 2024, after the Truax event. - A Women's Coffee Chat will take place at the Pink Rose Café in November. More information will be shared as it becomes available. 	
15. Next meeting date	Date: Tuesday, January 21, 2024 Time: 11:00 AM – 1:00 PM Location: Seville Plaza – Live Well Support Center, 5469 Kearny Villa Rd, San Diego, CA 92123 (1 st Floor, Training Room D), in-person and via Zoom	
16. Adjournment	Meeting adjourned at 12:19 PM.	

SAN DIEGO HIV PLANNING GROUP (HPG)



Wednesday, January 22, 2025, 3:00 PM – 5:00 PM
Southeastern Live Well Center
5101 Market Street, San Diego, CA 92114
(Tubman Chavez Room A)

To participate remotely via Zoom:

<https://us06web.zoom.us/j/85368987291?pwd=KnO1bBlgoyR53sVY04E8ymyNo6OUq4.1>

Call in: +1 (669) 444-9171

Meeting ID (access code): 853 6898 7291

Password: SDHPG

Language translation services are available upon request at least 96 hours prior to the meeting.

Please contact HPG Support Staff via e-mail at hpg.hhsa@sdcounty.ca.gov.

A quorum for this meeting is thirteen (13)

HPG Members: Marco Aguirre Mendoza | Juan Conant | Beth Davenport | Michael Donovan | Tyra Fleming | Hector Garcia | Rosemary Garcia | Felipe Garcia-Bigley | David Grelotti | Ben Ignalino | Lori Jones | Cinnamen Kubricky (Vice-Chair) | Michael Lochner (Chair) | Skyler Miles | Veronica Nava | Shannon Paugh | Venice Price | Ivy Rooney | Stephen Spector | Rhea Van Brocklin | Jeffery Weber | Abigail West* | Michael Wimpie | Adrienne Yancey

*Participating virtually from 1616 Capitol Ave, Sacramento, CA 95814

ORDER OF BUSINESS

1. Call to order
2. Welcome, introductions, moment of silence, matters from the Chair
3. Public comment (for members of the public) – concerns/questions/suggestions for future topics
4. HPG Member Open Forum – concerns/questions/suggestions for future topics
5. **ACTION:** Approve the HPG agenda for January 22, 2025
6. Old Business:
 - a. None
7. New Business:
 - a. **Presentation:** Dental Health Services and Practices – Dr. Fadra Whyte, County of San Diego
 - b. **ACTION** (*Membership Committee*): Approve HPG appointments/reappointments
 - c. **ACTION** (*Membership Committee*): Approve HPG Member Expectations
 - d. **ACTION** (*Strategies and Standards Committee*): Approve Mental Health Services Standards
 - e. **ACTION** (*Priority Setting and Resource Allocation Committee*): Re-allocations for FY 24 (March 1, 2024 – February 28, 2025)

SAN DIEGO HIV PLANNING GROUP (HPG)

8. Routine Business:

a. **ACTION:** Approval of consent agenda for January 22, 2025 which includes:

- i. Approval of HPG minutes from November 21, 2024
- ii. Acceptance of the following committee minutes:

Steering Committee	November 19, 2024
Membership Committee	November 13, 2024; December 11, 2024
Priority Setting and Resource Allocation Committee	November 14, 2024
Medical Standards and Evaluation Committee	None
Community Engagement Group	October 16, 2024
Strategies and Standards Committee	October 1, 2024

(The following is for HPG information, not for acceptance):

CARE Partnership *November 18, 2024; December 9, 2024*

- iii. Committee Reports
 - 1. HPG committees
 - 2. State Office of AIDS (OA) and AIDS Drug Assistance Program (ADAP) – Abigail West
 - 3. Housing Committee Report
- iv. California HIV Planning Group (CHPG) – Mikie Lochner
- v. Administrative budget report

9. HIV, STD, and Hepatitis Branch (HSHB) Report

10. HPG Support Staff Updates

11. Announcements

12. Adjournment

Next Meeting Date: **Wednesday, February 26, 2025, at 3:00 PM – 5:00 PM**

Location: Southeastern Live Well Center, 5101 Market Street, San Diego, CA 92114 (Tubman Chavez Room A) and via Zoom.



Consumer Mileage Reimbursement Claim Form

Mileage reimbursement is permitted for the actual transportation costs of consumers to and from eligible HIV Planning Group (HPG) meetings.

This form must be completed in person at each eligible meeting attended by an unaffiliated consumer.

Name:	Phone Number:
Date of Meeting/Event:	Meeting/Event Address:
I am eligible to receive mileage reimbursement because I meet one of the following criteria: <ul style="list-style-type: none"> <input type="checkbox"/> Unaffiliated consumer appointed to the HIV Planning Group <input type="checkbox"/> Unaffiliated consumer attending a meeting for a committee to which I am assigned (or am a guest speaker) <input type="checkbox"/> Unaffiliated consumer attending the Community Engagement Group or other officially approved HPG meeting or event 	
Meeting Attended: <ul style="list-style-type: none"> <input type="checkbox"/> HIV Planning Group <input type="checkbox"/> Community Engagement Group <input type="checkbox"/> Membership Committee <input type="checkbox"/> Medical Standards & Evaluation Committee <input type="checkbox"/> Priority Setting & Resource Allocation Committee <input type="checkbox"/> Steering Committee <input type="checkbox"/> Strategies & Standards Committee <input type="checkbox"/> Ad Hoc: _____ <input type="checkbox"/> Officially approved HPG meeting or event _____ <p>Completed forms will be reimbursed via the closest value gas card(s) based on the standard mileage rates for usingfor using a car (also vans, pickups, or panel trucks) published by the Internal Revenue Service.</p>	<div style="text-align: center;">Starting Point/Home Address</div> <hr/> <div style="text-align: center;"><i>Number and Street</i></div> <hr/> <div style="display: flex; justify-content: space-between;"><i>City</i><i>State/Country</i><i>Zip Code</i></div> <div style="text-align: center; margin-top: 10px;"><input type="checkbox"/> Check If the Ending point is the same as the Starting Point</div> <div style="text-align: center;">Ending Point</div> <hr/> <div style="text-align: center;"><i>Number and Street</i></div> <hr/> <div style="display: flex; justify-content: space-between;"><i>City</i><i>State/Country</i><i>Zip Code</i></div> <p><i>By signing below, I certify the following:</i></p> <ol style="list-style-type: none"> 1. <i>I am an unaffiliated consumer of Ryan White services.</i> 2. <i>I drove to/from the meeting and incurred mileage for attending and participating. I drove and attended the meeting, checked, and incurred mileage to attend this meeting.</i> <p>Signature: X _____</p>
For HIV Planning Group Support Staff Use Only	
Calculated Roundtrip Mileage:	≈ APPROX _____ MILES @ \$0.67/MILE = \$ _____
Approved Gas Card Amount:	\$ _____
Gas Card Number(s):	#1- _____ #2- _____ #3- _____ <i>Card 1</i><i>Card 2</i><i>Card 3</i>
Issued on:	_____
HPG Support Staff:	_____

¹ An unaffiliated consumer is defined as one:

- a. who is living with HIV and is receiving HIV-related services from a Ryan White Part A services provider; and
- b. ⁰¹¹ who is not a board member or officer of, employee of, or consultant to any providers receiving Ryan White Part A funds, and does not represent any such entities or receive a stipend from such entities

HIV Planning Group

Consumer Mileage Reimbursement Claim Form

INSTRUCTIONS

To successfully complete this form, follow these guidelines:

1. Fill in the following areas:
 - a. Name
 - b. Phone number
 - c. Select your eligibility
 - d. Select Name of Meeting/Event Attended
 - e. Starting address (address from where you started your travel). Please note that any travel outside San Diego County will not be reimbursed.
 - f. Signature
 - g. Date

2. Completed forms must be turned in to HPG Support Staff within 30 days of the meeting attended to receive a gas card.

GUIDANCE

Ryan White Part A funds may only be used to reimburse the mileage expenses of unaffiliated consumers attending a committee to which they are assigned, the Community Engagement Group, or other authorized event or meeting.

~~Ryan White funds cannot be used to reimburse the expenses of non-members to attend HIV Planning Group meetings as observers. However, the HIV Planning Group can reimburse actual meeting expenses for unaffiliated consumers who serve on committees, attend officially affiliated groups/task forces/committee-related events, or make requested presentations to the HPG.~~

All reimbursements ~~are~~ made are consistent with federal guidance and local regulations. In the event of any conflict between local, state and federal rules, the federal rules prevail.

ELIGIBILITY

You are eligible to receive reimbursement if you are an unaffiliated consumer who drove to/from a meeting as outlined on the reimbursement form, and meet the following criteria:

~~You are an appointed member of the HPG, OR~~

~~You are an unaffiliated consumer attending the Community Engagement Group OR~~

~~You are an HPG member or an unaffiliated consumer attending a committee meeting that you have been appointed;~~
~~AND~~

~~You drove to this meeting using a private vehicle.~~

You are NOT eligible if:

1. You received a ride to the meeting for which you did not incur cost.
2. You are attending a meeting that is not HPG-related.
3. You are not an "named/appointed" member of the committee you are attending.
4. If you have missed two consecutive meetings.
- ~~3.5. If you have been were more than late for more than 30 minutes late to two meetings.~~

If the information on this form is inaccurate, the person making the claim will not receive additional reimbursement and will give up all rights to a trial. Contact HPG Support Staff with any questions.

HIV Planning Group

Consumer Mileage Reimbursement Claim Form

INSTRUCTIONS

To successfully complete this form, follow these guidelines:

1. Fill in the following areas:
 - a. Name
 - b. Phone number
 - c. Select your eligibility
 - d. Select Name of Meeting/Event Attended
 - e. Starting address (address from where you started your travel). Please note that any travel outside San Diego County will not be reimbursed.
 - f. Signature
 - g. Date

2. Completed forms must be turned in to HPG Support Staff within 30 days of the meeting attended to receive a gas card.

GUIDANCE

Ryan White Part A funds may only be used to reimburse the mileage expenses of unaffiliated consumers attending a committee to which they are assigned, the Community Engagement Group, or other authorized event or meeting.

All reimbursements made are consistent with federal guidance and local regulations. In the event of any conflict between local, state and federal rules, the federal rules prevail.

ELIGIBILITY

You are eligible to receive reimbursement if you are an unaffiliated consumer who drove to/from a meeting as outlined on the reimbursement form.

You are NOT eligible if:

1. You received a ride to the meeting for which you did not incur cost.
2. You are attending a meeting that is not HPG-related.
3. You are not an “appointed” member of the committee you are attending.
4. If you have missed two consecutive meetings.
5. If you were more than 30 minutes late to two meetings.

If the information on this form is inaccurate, the person making the claim will not receive additional reimbursement and will give up all rights to a trial. Contact HPG Support Staff with any questions.

Please submit the claim no later than 30 days from meeting to receive reimbursement.

2025 HIV PLANNING GROUP AND COMMITTEE MEETING SCHEDULE

Planning Body / Committee	Meeting Day and Time	Exceptions/Additional Notes
HIV Planning Group (HPG)	4th Wednesday/month 3:00 PM – 5:00 PM	*November and December meetings one week early due to holidays. **3hr meetings in August until the FY 26 priority setting and budget allocation process is completed.
Strategies and Standards Committee	1st Tuesday every other month 3:00 PM – 4:30 PM	Meeting months: February and every other month
Medical Standards and Evaluation Committee (MSEC)	2nd Tuesday, 4x year 4:00 PM – 5:30 PM	Meeting months: February, May, September, November
Membership Committee	2nd Wednesday/month 11:00 AM – 1:00 PM	
Priority Setting and Resource Allocation Committee (PSRAC)	2nd Thursday every other month 3:00 PM – 5:00 PM	Meeting months: January and every other month **3hr meetings in June and July until the FY 26 priority setting and budget allocation process is completed. ^ad hoc meeting
Steering Committee	3rd Tuesday every other month 11:00 AM – 1:00 PM	Meeting months: January and every other month
Community Engagement Group (CEG)	3rd Wednesday/month 3:00 PM – 5:00 PM	*June meeting one week early due to holiday. *November and December meetings are one week early due to HPG scheduling.

2025 Meeting Schedule (January – June)

Meeting	January	February	March	April	May	June
HPG	01/22/2025	02/26/2025	03/26/2025	04/23/2025	05/28/2025	06/25/2025
Strategies		02/04/2025		04/01/2025		06/03/2025
MSEC		02/11/2025			05/13/2025	
Membership	01/08/2025	02/12/2025	03/12/2025	04/09/2025	05/14/2025	06/11/2025
PSRAC	01/09/2025	02/13/2025^	03/13/2025		05/08/2025	See Below**
Steering	01/21/2025		03/18/2025		05/20/2025	
CEG	01/29/2025	02/19/2025	03/19/2025	04/16/2025	05/21/2025	06/11/2025*

2025 Meeting Schedule (July – December)

Meeting	July	August	September	October	November	December
HPG	07/23/2025	See Below**	09/24/2025	10/22/2025	11/19/2025*	12/17/2025*
Strategies		08/05/2025		10/07/2025		12/02/2025
MSEC			09/09/2025		TBD	
Membership	07/09/2025	08/13/2025	09/10/2025	10/08/2025	11/12/2025	12/10/2025
PSRAC	See Below**		09/11/2025		11/13/2025	
Steering	07/15/2025		09/16/2025		11/18/2025	
CEG	07/16/2025	08/20/2025	09/17/2025	10/15/2025	11/12/2025*	12/10/2025*

2025 PSRAC Meeting Schedule for Budget Allocation Process (June – July)**

June (3hr meetings)	06/12/2025	06/26/2025			
July (3hr meetings)	07/10/2025	07/24/2025	07/31/2025		

2025 HPG Meeting Schedule for Budget Allocation Process (August)**

August (3hr meetings)	08/06/2025	08/13/2025	08/27/2025		
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CARE Partnership <i>(not an HPG committee, included for information)</i>	3rd Monday every other month 11:00 AM – 1:00 PM	December meeting is on the second Monday to celebrate the end of the year accomplishments.			
CARE Partnership <small>015</small>	01/13/2025		03/17/2025		05/19/2025
	07/21/2025		09/15/2025		11/17/2025
					12/08/2025

Public Comment/Sharing Concerns/Suggestions to the Steering Committee from the November 21, 2024 HPG meetings

Agenda Item	Comment	Steering Committee Response
Public Comment	A member of the public shared a concern that the Ryan White is not understood by most of the public. Additionally, some of the categories, like housing, have been underfunded for years with so many on the waitlist.	
Sharing Concerns	<p>HPG members shared the following:</p> <ul style="list-style-type: none"> - A comment that we need to be mindful of what people might be going through in their personal lives. - POZabilities has been seeing an increase in young people testing positive for HIV who are looking for support groups. There currently aren't any. - There is a need for a buddy system in our community to support people living with HIV. - The LGBT Center has support groups for monolingual Spanish speaking consumers who are long-term survivors that takes place every Wednesday. On Thursdays, there is also a long-term survivor group which has been very active for years. - A concern that patients are being turned away due to their insurance. - A concern that many are now living in fear of being deported, which impact mental health. Family Health Centers of San Diego, Christie's Place, and Dr. Grelotti were among several that were acknowledged for their work in the comment. 	
Suggestions to the Steering Committee for consideration of future items	None	
Request from the community on future training topics and other agenda items	None	

HIV PLANNING GROUP
12-MONTH COMMITTEE TRACKING
January 2024 - December 2024

STEERING COMMITTEE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	#
Total Meetings	1	1	1	1	1	1	0	0	1	0	1	0	8
(7) Members													
Community Engagement Group Michael Donovan		*	*	*	*	*	NM	NM	*	NM	*	NM	0
Medical Standards & Evaluation Committee Dr. David Grelozzi											1	NM	1
Membership Committee Felipe Garcia-Bigley							NM	NM	1	NM	*	NM	1
Priority Setting & Resource Allocation Committee Rhea Van Brocklin			*	*	*	1	NM	NM	*	NM	*	NM	1
Strategies & Standards Committee Michael Wimpie								NM	*	NM	1	NM	1
HIV Planning Group Mikie Lochner (Chair)	*	*	*	*	*	*	NM	NM	*	NM	1	NM	1
HIV Planning Group Cinnamen Kubricky (Vice-Chair)				*	*	*	NM	NM	*	NM	*	NM	0

To remain in good standing and eligible to vote, the committee member may not miss 3 consecutive meetings or 6 meetings within 12 months.

* = Present

1 = Absent for the month

1 = Absence when there are multiple meetings that month. Member needs to attend at least one (1) meeting for attendance to count for that month.

JC = Just Cause

EC = Emergency Circumstance

NM = No Meeting

NQ = No Quorum

RW 2024-25 PART A AWARD INFORMATION

Funding Source	Total RW 2024-25 Award
Part A	11,667,474.00
Part A MAI	784,859.00
TOTAL AWARD AMOUNT	12,452,333.00

RW 2024-25 YEAR TO DATE EXPENDITURE AND SAVINGS BREAK-DOWN

FY24-25 ALLOCATION BREAK DOWN

Funding Source	Admin. \$	Admin. %	CQM \$	CQM %	RW 2024-25 Service dollars	Total	CORE Medical Services	Support Services
Part A	1,131,364	10%	349,067	3%	10,187,043	11,667,474	70%	30%
Part A MAI	78,486	10%	32,933	4%	673,440	784,859		
TOTAL	1,209,850.00		382,000.00		10,860,483.00	12,452,333.00	70%	30%

Ryan White Part A Allocations

% Elapsed 83%

Service Categories	HRSA Ranking	Priority Ranking	RW 2024-25 HPG Initial Allocation	%	HPG & Recipient Approved Actions +/-	RW 2024-25 HPG Adjusted Allocation	%	RW 2024-25 Year to Date Expenditure	RW 2024-25 Year-to-Date % Expenditure/Budget	RW 2024-25 Balance	Comments
Outpatient Ambulatory Health Services: Primary Care	1l	1	1,102,630.00	11%	529,860.00	1,632,490.00	16%	1,063,516.39	65%	568,973.61	
Outpatient Ambulatory Health Services: Medical Specialty	1l	2	195,000.00	2%	-	195,000.00	2%	115,070.40	59%	79,929.60	
Psychiatric Medication Management	1j	12	6,000.00	0%	5,793.55	11,793.55	0%	8,696.83	74%	3,096.72	
Oral Health	1k	3	160,940.00	2%	50,000.00	210,940.00	2%	123,597.01	59%	87,342.99	
Medical Case Management	1h	4	1,151,853.00	12%	-	1,151,853.00	12%	856,933.90	74%	294,919.10	
Non-Medical Case Management for Housing		6	200,000.00	2%	(200,000.00)	-		-	0%	-	
Housing: Emergency Housing	2e	7	1,183,515.00	12%	-	1,183,515.00	12%	775,986.34	66%	407,528.66	
Housing: Location, Placement and Advocacy Services NEW		8	100,000.00	1%	(100,000.00)	-		-	0%	-	
Housing: Partial Assistance Rental Subsidy (PARS)	2e	9	807,507.00	8%	43,000.00	850,507.00	9%	439,874.50	52%	410,632.50	
Non-Medical Case Management	2h	5	392,021.00	4%	-	392,021.00	4%	286,545.87	73%	105,475.13	
Coordinated HIV Services for Women, Infants, Children, Youth, and Families (WICYF)	1c	13	993,157.00	10%	-	993,157.00	10%	739,002.75	74%	254,154.25	
Childcare Services	2a		-	0%	-	-	0%	-	0%	-	
Early Intervention Services: Regional Services	1c	14	810,000.00	8%	(20,000.00)	790,000.00	8%	568,035.11	72%	221,964.89	
Health Education & Risk Reduction	2d	14a	-	0%	-	-	0%	-	0%	-	
Outreach Services	2j	14b	-	0%	-	-	0%	-	0%	-	
Referral Services	2l	14c	-	0%	-	-	0%	-	0%	-	
Referral to Health and Supportive Services (Peer Navigation)		16	300,000.00	3%	(86,800.00)	213,200.00	2%	137,759.45	65%	75,440.55	

Ryan White Part A Allocations													
								% Elapsed		83%			
Service Categories	HRSA Ranking	Priority Ranking	RW 2024-25 HPG Initial Allocation	%	HPG & Recipient Approved Actions +/-	RW 2024-25 HPG Adjusted Allocation	%	RW 2024-25 Year to Date Expenditure	RW 2024-25 Year-to-Date % Expenditure/Budget	RW 2024-25 Balance	Comments		
Mental Health: Counseling/Therapy & Support Groups	1j	10	900,000.00	9%	(171,000.00)	729,000.00	7%	497,819.64	68%	231,180.36			
Psychosocial Support Services		17	46,744.00	0%	(46,744.00)	-	0%	-	0%	-			
Substance Abuse Services: Outpatient	1m	11	260,127.00	3%	53,000.00	313,127.00	3%	214,462.86	68%	98,664.14			
Substance Abuse Services: Residential	2o	18	-	0%	-	-	0%	-	0%	-			
Home-based Health Care Coordination	1e	19	228,500.00	2%	(73,120.00)	155,380.00	2%	71,652.17	46%	83,727.83			
Transportation: Assisted and Unassisted	2g	20	122,830.00	1%	29,000.00	151,830.00	2%	111,858.71	74%	39,971.29			
Food Services: Food Bank/Home-Delivered Meals	2c	21	536,073.00	5%	-	536,073.00	5%	390,888.35	73%	145,184.65			
Medical Nutrition Therapy	1i	22	35,542.00	0%	-	35,542.00	0%	28,212.09	79%	7,329.91			
Legal Services	2i	23	285,265.00	3%	-	285,265.00	3%	211,294.64	74%	73,970.36			
Emergency Financial Assistance	2b	24	36,856.00	0%	42,804.00	79,660.00	1%	53,029.40	67%	26,630.60			
Home Health Care	1f	25	-	0%	-	-	0%	-	0%	-			
Early Intervention Services: HIV Counseling and Testing	1c	26	-	0%	-	-	0%	-	0%	-			
Cost-Sharing Assistance	1d	27	-	0%	-	-	0%	-	0%	-			
Hospice	1g	28	-	0%	-	-	0%	-	0%	-			
Subtotal			9,854,560.00	100%	55,793.55	9,910,353.55	100%	6,694,236.41	68%	3,216,117.14			
Ryan White Part A Minority AIDS Initiative (MAI)			RW 2024-25 HPG Initial Allocation		HPG & Recipient Approved Actions +/-	RW 2024-25 HPG Adjusted Allocation	%	RW 2024-25 Year to Date Expenditure	RW 2024-25 Year-to-Date % Expenditure/Budget	RW 2024-25 Balance	Comments		
Multi-Disciplinary Team			593,183.00		-	593,183.00	86%	401,133.43	68%	192,049.57			
Housing: Emergency Housing			100,000.00		-	100,000.00	14%	87,611.55	88%	12,388.45			
Subtotal			693,183.00		-	693,183.00	100%	488,744.98	71%	204,438.02			
TOTAL			10,547,743.00		55,793.55	10,603,536.55		7,182,981.39	68%	3,420,555.16			

CORE and Support Services Allocation Breakdown				
Total Allocation			Total Expenditure	Total Balance
CORE Medical Services			4,757,007.55	3,219,104.16
Support Services			5,153,346.00	1,678,213.75
TOTAL			9,910,353.55	6,694,236.41

Other funding info

Month: Dec-24 Part A & Part B Prevention Comp A/C HRSA 20-078

YEAR TO DATE EXPENDITURE AND SAVINGS BREAK-DOWN AS OF DEC 2024

RW2425 SERVICE DOLLAR ALLOCATIONS AND EXPENDITURES

Funding Source	RW 2024/2025 Service Dollars	Contract YTD Expenditure	% of Year Invoiced	% Spent	Balance	Comments
Ryan White Part B						
Outpatient Ambulatory Health Services (Medical)	-	-	24.99%	0.00%	-	Part A Payment Summary (Part B funding)
Early Intervention Services (Expanded HIV Testing)	-	-	24.99%	0.00%	-	Part A Payment Summary (Part B funding)
Early Intervention Services (Focused Testing)	187,900.00	\$106,472.00	24.99%	56.66%	81,428.00	Part B Payment Summary
Medical Case Management (Emergency Financial Assistance)	177,600.00	\$79,728.04	24.99%	44.89%	97,871.96	Part B Payment Summary
Housing (Substance Abuse Services-Residential)	589,552.00	\$443,296.00	24.99%	75.19%	146,256.00	Part B Payment Summary
Non-medical Case Management (Rep Payee)	50,000.00	\$24,775.00	24.99%	49.55%	41,431.00	Part B Payment Summary
CoSD Medical Case Management	193,656.51		24.99%	0.00%	403,173.24	Part B Cost Report
CoSD Early Intervention Services	244,203.98		24.99%	0.00%	396,482.82	Part B Cost Report
Ryan White Part B Total	1,442,912.49	654,271.04			1,166,643.02	
Prevention (27-0047)- awaiting						
<i>Counseling and Testing</i>				0.00%	-	Payment Summary
<i>Evaluation/ Linkage Activities/ Needs Assessment</i>				0.00%	-	Payment Summary
Prevention Total	-	-		0.00%	-	
HRSA Ending the HIV Epidemic- 20-078 FY2324				0.00%		
HRSA Ending the HIV Epidemic- 20-078 FY2324	508,240.00	390,819.51	33.32%	76.90%	117,420.49	Payment Summary
HRSA Ending the HIV Epidemic- 20-078 TOTAL	508,240.00	390,819.51	33.32%	76.90%	117,420.49	
TOTAL	2,312,948.06	387,957.35	0.58	0.46	1,924,990.71	

Program: HIV Planning Group - Administrative Budget
 Year: RW 2024

DETAILED INTERNAL BUDGET				
Budget Period: 03/01/2024 to 2/28/2025 CFD#: 93.914 Updated - 3/2024-12/2024 Expenditures for 1/2025 Meeting	% of Year Elapsed	83.3%		
	FY 24 Budget	YTD Total Expenditures	Expended	Remaining Balance
Personnel Expenses (Salary & Benefits)	\$ 307,705.26	\$ 302,638.48	98.35%	\$ 5,066.78
Interpreter Services	\$ 10,200.00	\$ 8,713.19	85.42%	\$ 1,486.81
Food	\$ 7,100.00	\$ 3,534.86	49.79%	\$ 3,565.14
Staff Training	\$ 250.00	\$ -	0.00%	\$ 250.00
Office Expenses	\$ 5,731.00	\$ 3,929.27	68.56%	\$ 1,801.73
Mileage and Gas Cards	\$ 7,100.00	\$ 2,838.94	39.99%	\$ 4,261.06
Zoom and WiFi (MiFi)	\$ 1,323.00	\$ 3,220.07	243.39%	\$ (1,897.07)
TOTAL PC BUDGET	\$ 339,409.26	\$ 324,874.81	95.72%	\$ 14,534.45

Ryan White Utilization Report

Summary of
Services for FY 24

*(March 1, 2024 - February
28, 2025)*

HIV, STD and Hepatitis Branch



ASSEMBLY BILL (AB) 2449: JUST CAUSE AND EMERGENCY CIRCUMSTANCES (2023)

If the physical attendance quorum requirement is met, AB 2449 permits a member who is not physically present to request virtual attendance at the local legislative body's meeting under two circumstances:

(1) for "just cause" and (2) due to "emergency circumstances".

Qualifying Reason	Provisions to attend remotely	Requirements/Limitations
Just Cause	<ul style="list-style-type: none">• There is a childcare or caregiving need (for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner) that requires the member to participate remotely• A contagious illness prevents the member from attending the meeting in• There is a need related to a defined physical or mental disability that is not otherwise accommodated for• Traveling while on official business of the legislative body or another state or local agency	A member is limited to two (2) virtual attendances based on "just cause" per calendar year
Emergency Circumstances	<p>"A physical or family medical emergency that prevents a member from attending the meeting in person."</p> <p>A member is not required to disclose any medical diagnosis or disability, or any personal medical information that is already exempt from existing law.</p>	<p>A member of the legislative body must make a request to the body to allow the member to meet remotely due to an emergency circumstance, and further must provide a general description of the circumstance justifying such attendance.</p> <p>A request from a member to attend remotely due to an emergency circumstance requires that the legislative body take action and approve the remote attendance at the start of the meeting for the member to be allowed to participate remotely for that meeting*.</p>

**If the request does not allow sufficient time to be placed on the agenda as a proposed action item, then the legislative body may take action at the beginning of the meeting.*

ADDITIONAL REQUIREMENTS FOR A MEMBER PARTICIPATING REMOTELY:

In addition to making a request either for "just cause" or due to an "emergency circumstance" for remote appearance, AB 2449 imposes the following three (3) additional requirements on legislative body members seeking to appear remotely at public meetings:

1. Before any action is taken during the meeting, the member **must** publicly disclose whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.
2. A member of the legislative body participating from a remote location must participate through both audio **and** visual technology.
3. A member's remote participation cannot be for more than three (3) consecutive months or 20 percent of the regular meetings for the local agency within a calendar year. And if the legislative body regularly meets fewer than ten (10) times per calendar year, a member's participation from a remote location cannot be for more than two meetings.

AB 2449 Checklist

(Applicable January 1, 2023 to December 31, 2025)

Procedures for Public Participation

- Public must be able to remotely hear, visually observe, and address the legislative body either remotely or in person in real time
- Public must have the opportunity to participate via: 1) two-way audio or 2) a telephonic service with a webcasting service
- Public cannot be required to submit comments prior to the meeting

Procedures for Member to Teleconference from a Remote Location

- Member must participate through both audio and visual technology
- Member must disclose adults who are present in the room at the remote location with the member and the general nature of the relationship with those individuals
- Member must submit a general description of the need to teleconference to the legislative body at the earliest opportunity (do not disclose any medical diagnosis or disability)
- Member may teleconference for just cause. Just cause is limited to 2 meetings per calendar year (see "Limits per Member" below). Just cause is defined as:
 - Child care or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner
 - Contagious illness that prevents member from attending in person
 - A need related to a physical or mental disability
 - Travel on official business of the legislative body or another state or local agency
- Member may teleconference due to emergency circumstances, which requires approval of the legislative body and which is defined as a physical or family medical emergency that prevents a member from participating in person
- Limits per Member: Just cause and emergency circumstances cannot be invoked collectively for more than: 1) two meetings if the legislative body has fewer than 10 meetings per calendar year, or 2) three consecutive months or 20 percent of regular meetings per calendar year if the legislative body has 10 or more meetings per year. Just cause cannot be invoked more than twice per calendar year.

Procedures for the Board/Commission/Committee/Group

- Include instructions on the agenda how the public can participate remotely
- A quorum of the members of the legislative body must participate in person at the noticed location that is open to the public
- A majority of the membership must approve a request by a member to teleconference due to emergency circumstances; include the request on the agenda if received in time
- All votes must be taken by roll call
- Meeting must be stopped and no action taken if the broadcast of the meeting or ability of the public to comment is disrupted

TELECONFERENCING RULES UNDER THE BROWN ACT

	Default Rule	Declared Emergency (AB 361)	Just Cause (AB 2449)	Emergency Circumstance (AB 2449)
In person participation	Required	Not Required	Required	Required
Member participation via teleconferencing	Audio or Audio-visual	Audio or Audio-visual	Audio-visual	Audio-visual
Required (minimum) opportunities for public participation	In-Person	Call-In or internet-based	Call-in or internet-based <u>and</u> in person	Call-in or internet-based <u>and</u> in person
Disruption of broadcast or public's ability to comment	Meeting can proceed	No further action taken	No further action taken	No further action taken
Reason must be approved by legislative body	No	Yes (Initial findings and renewed findings every 30 days)	No, but general description to be provided by legislative body	Yes and general description to be provided to legislative body
Votes must be taken by roll call	Yes	Yes	Yes	Yes
Member's remote location included on agenda	Yes	No	No	No
Declared emergency and health official's recommendations for social distancing	No	Yes	No	No
Annual limits	None	None	Twice per calendar year (limits for emergency circumstances also apply for collective number of times AB 2449 can be used per year)	3 consecutive months/ 20% of regular meetings per calendar year; or 2 meetings per calendar year if body meets less than 10 times per year (collectively with just cause)
Effective Dates 025	Ongoing	Expires 12/31/2023	Expires 12/31/2025	Expires 12/31/2025